



FEDERAL PROFESSIONAL QUALIFICATIONS  
DOCUMENTATION FOR HISTORY

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

The following information is requested to document professional qualifications meeting or exceeding the requirements of the federal government, as stated in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines," *Federal Register*, Vol. 48, No. 190-September 29, 1983, Pt. IV.

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

A. List any graduate degrees in history. Include degree, year, and institution, and field of specialization. Example: M.A., 1993, Moser College, 19th century American History.

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B. List any graduate degrees in fields closely related to history. Include degree, year, institution, and field of specialization. Briefly explain the relevance of your graduate training to the study of history.

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C. List any bachelor's degree in history or a closely related field. Include degree, field, year, and institution.

For any degree in a field other than history, briefly discuss the relevance of you undergraduate training to the study of history.

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D. Those without a graduate degree in history or a closely related field must demonstrate at least two years experience in history or a substantial contribution to scholarly research and publication in history.

1. List your experience in history, including employer, dates employed, title, nature of work, and length of experience converted to full-time months. Acceptable experience includes, but is not limited to, research, writing, teaching, or interpretation within an academic institution, historic organization, museum, or other professional institution, (e.g. Moser Museum, 1982, Research Assistant, planning exhibit and writing booklet on history of the City of Somno, 3 full-time months).

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2. List scholarly research, publications, and reports in history. If research listed here has not resulted in a report or publication, describe the use to which the results were applied. Attach separate sheet if necessary.

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ALL APPLICANTS

- A. Attach a statement with any other information or explanations which you would like to have considered.
- B. Attach a current resume to this **completed** form.
- C. The information submitted on this form and associated attachments are accurate to the best of your knowledge.
- D. By submitting this form you agree that for work in all program areas of the State Historic Preservation Office to follow State Historic Preservation Office guidance and processes regarding research, scholarship, presentation of prepared documents, and accepted methods for citing and quoting another's work, published sources, and copyrighted material. You pledge to carry out work in an ethical and professional manner. You understand that failure to abide by this pledge may result in removal of your name from the Consultants' List.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submission Process:

- 1. Submit your documentation to the State Historic Preservation Office by email: **shpo@ohiohistory.org**
- 2. The State Historic Preservation Office will review your documentation and provide you with our opinion as to whether your qualifications meet the standards established by the National Park Service.
- 3. Our office reviews applications on a monthly basis. **Deadline for the monthly review is the second Thursday of the month.** Applications received after that date will not be reviewed until the following month.
- 4. You will receive a notification email for payment after review. The annual subscription fee is **\$75**. Subscription to the Consultant List is on a state fiscal year (July 1st - June 30th). You will receive a renewal notification email each year in June for the upcoming state fiscal year.

Contact the State Historic Preservation Office with questions at [shpo@ohiohistory.org](mailto:shpo@ohiohistory.org).